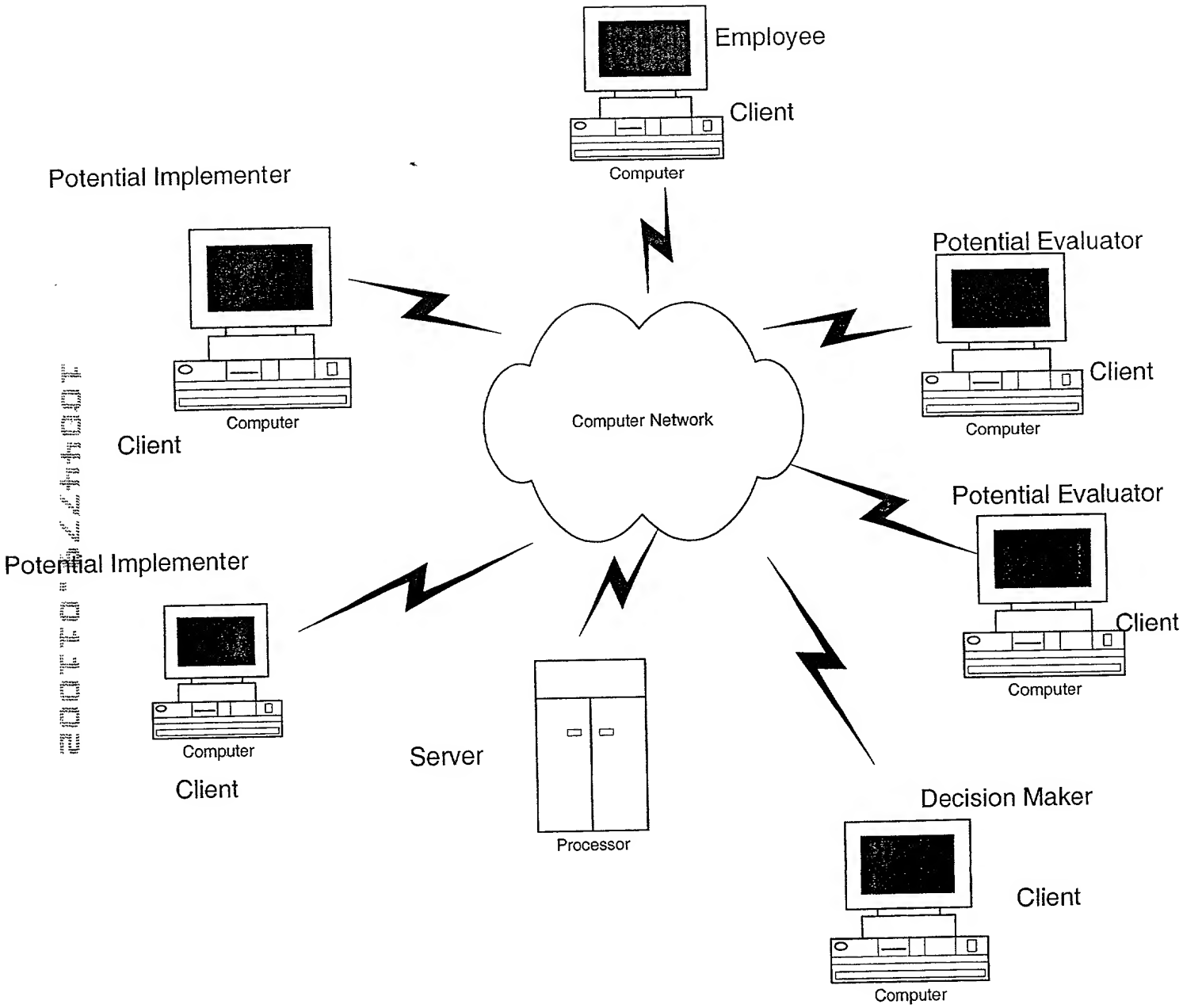

Employee
Client
Computer
Potential Implementer
Potential Evaluator
Client
Computer
Computer Network
Client
Computer
Potential Evaluator
Potential Implementer
Client
Computer
Server
Processor
Decision Maker
Client
Computer

Fig. 1

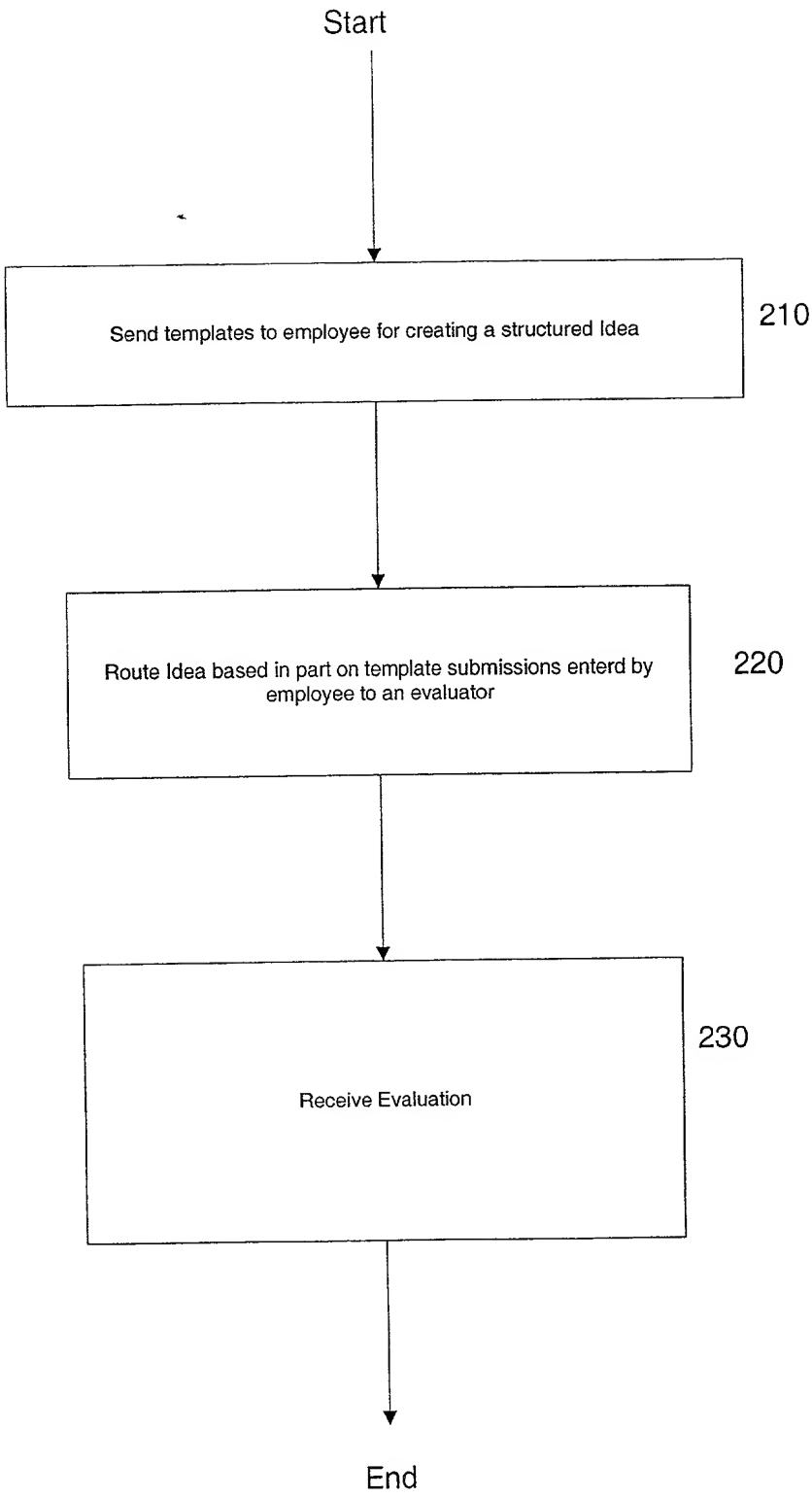

Start
Send templates to employee for creating a structured Idea
210
Route Idea based in part on template submissions enterd by employee to an evaluator
220
Receive Evaluation
230
End

Fig. 2

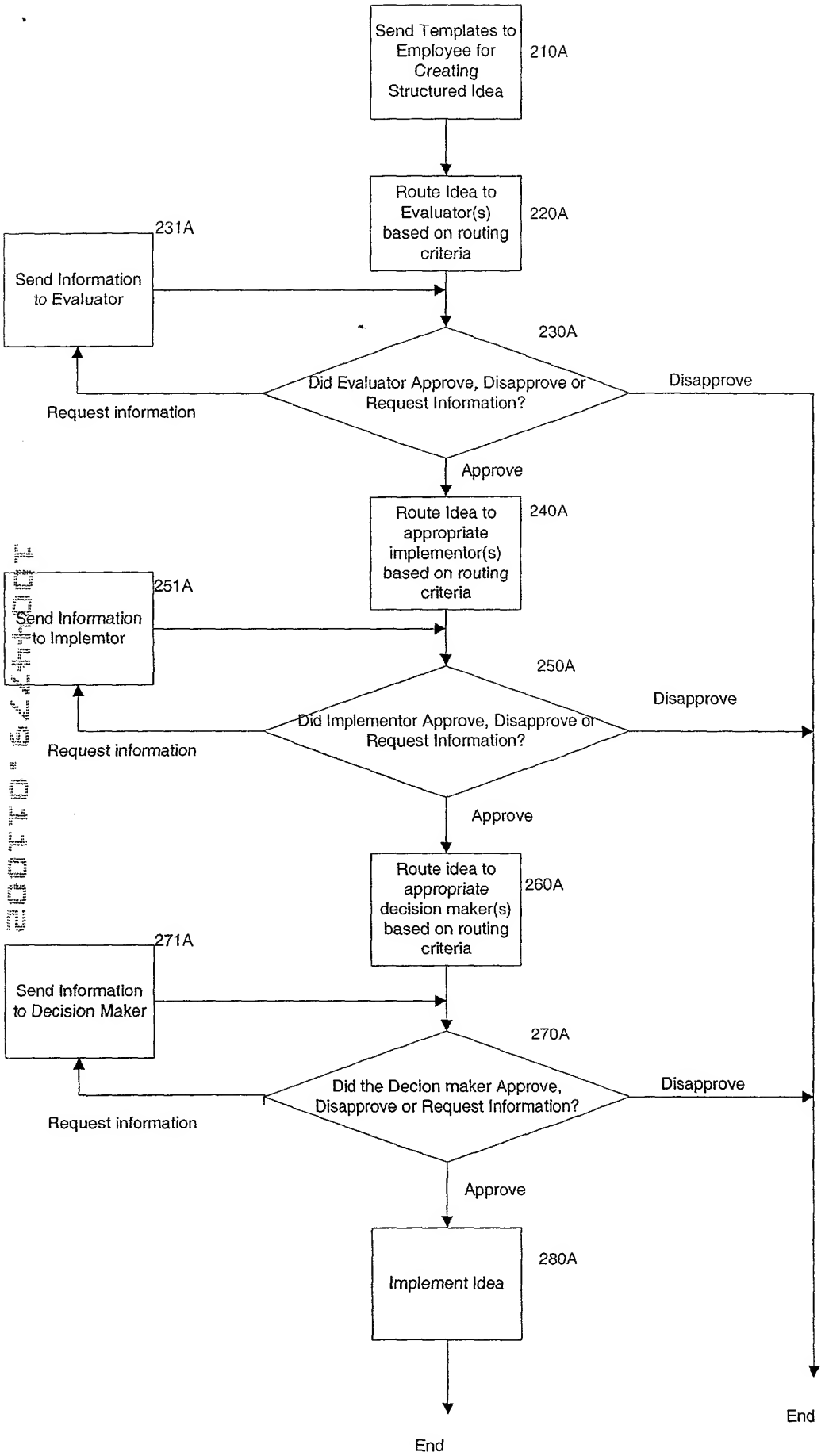

Send Templates to Employee for Creating Structured Idea
210A
Route Idea to Evaluator(s) based on routing criteria
220A
231A
Send Information to Evaluator
230A
Did Evaluator Approve, Disapprove or Request Information?
Request information
Disapprove
Approve
Route Idea to appropriate implementor(s) based on routing criteria
240A
251A
Send Information to Implemtor
250A
Did Implementor Approve, Disapprove or Request Information?
Request information
Disapprove
Approve
Route idea to appropriate decision maker(s) based on routing criteria
260A
271A
Send Information to Decision Maker
270A
Did the Decion maker Approve, Disapprove or Request Information?
Request information
Disapprove
Approve
Implement Idea
280A
End
End

Fig. 2A

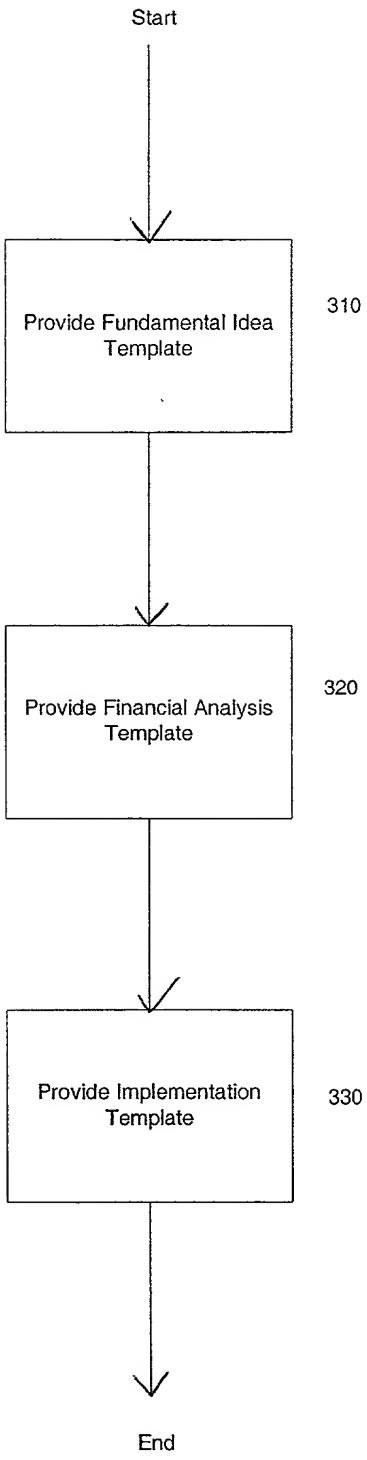

Start
Provide Fundamental Idea Template
310
Provide Financial Analysis Template
320
Provide Implementation Template
330
End

Fig. 3

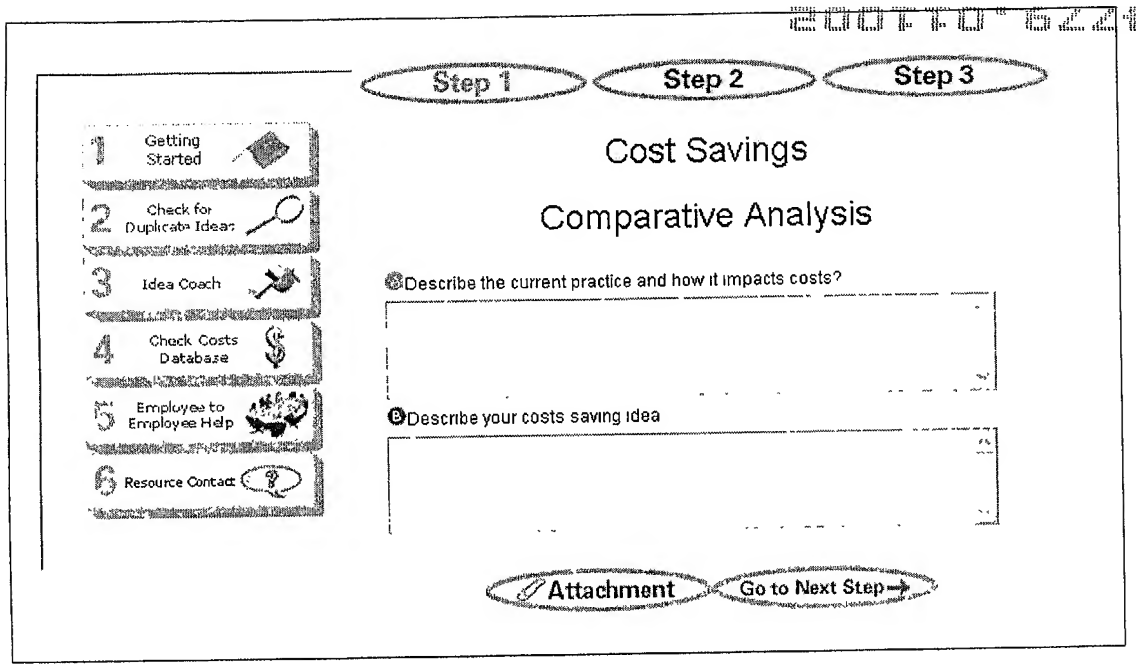

Step 1
Step 2
Step 3
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Cost Savings
Comparative Analysis
Describe the current practice and how it impacts costs?
Describe your costs saving idea
Attachment
Go to Next Step

FIG. 3A

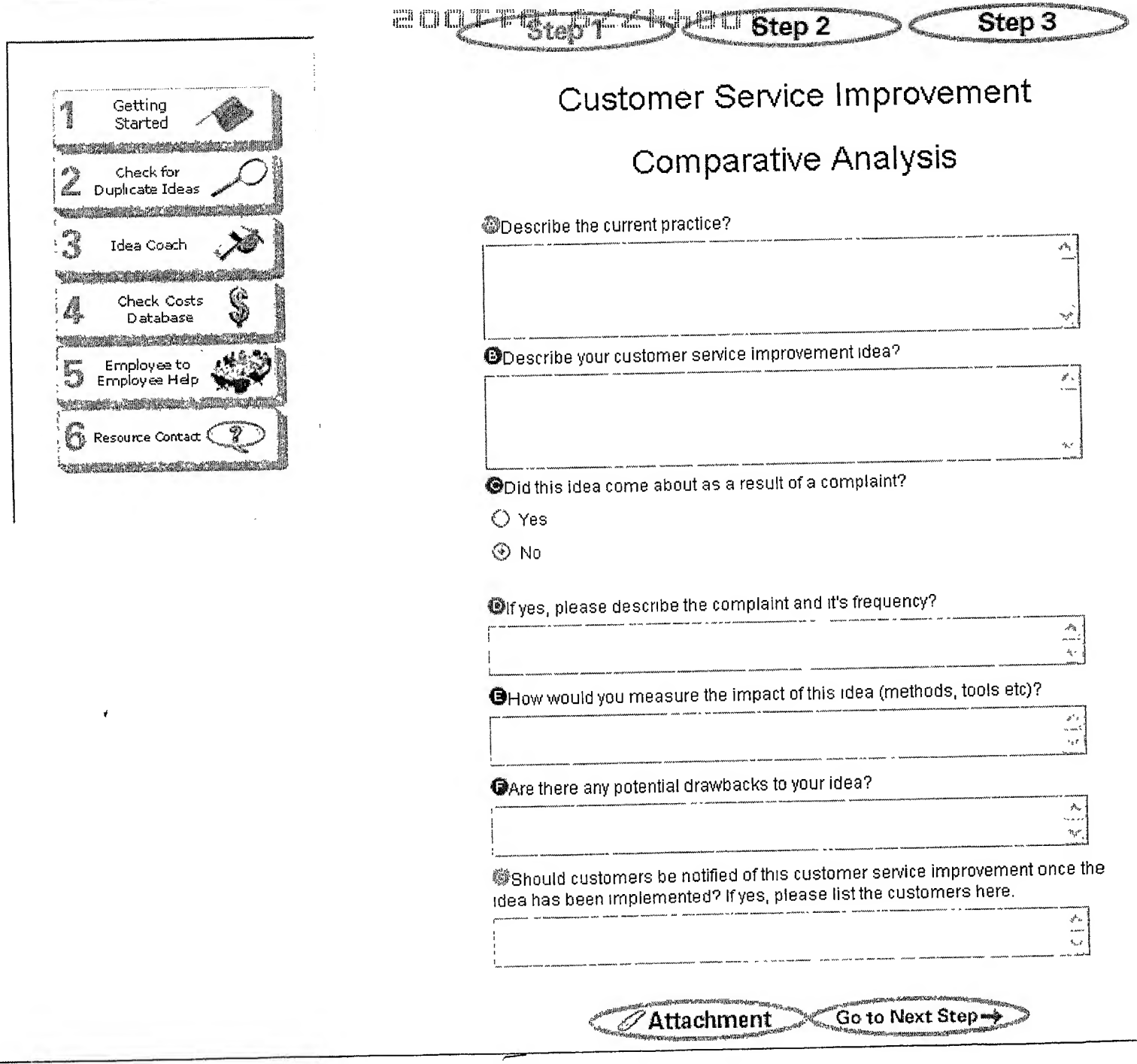

Step 1
Step 2
Step 3
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Customer Service Improvement
Comparative Analysis
A Describe the current practice?
B Describe your customer service improvement idea?
C Did this idea come about as a result of a complaint?
Yes
No
D If yes, please describe the complaint and it's frequency?
E How would you measure the impact of this idea (methods, tools etc)?
F Are there any potential drawbacks to your idea?
G Should customers be notified of this customer service improvement once the idea has been implemented? If yes, please list the customers here.
Attachment
Go to Next Step

FIG. 3B

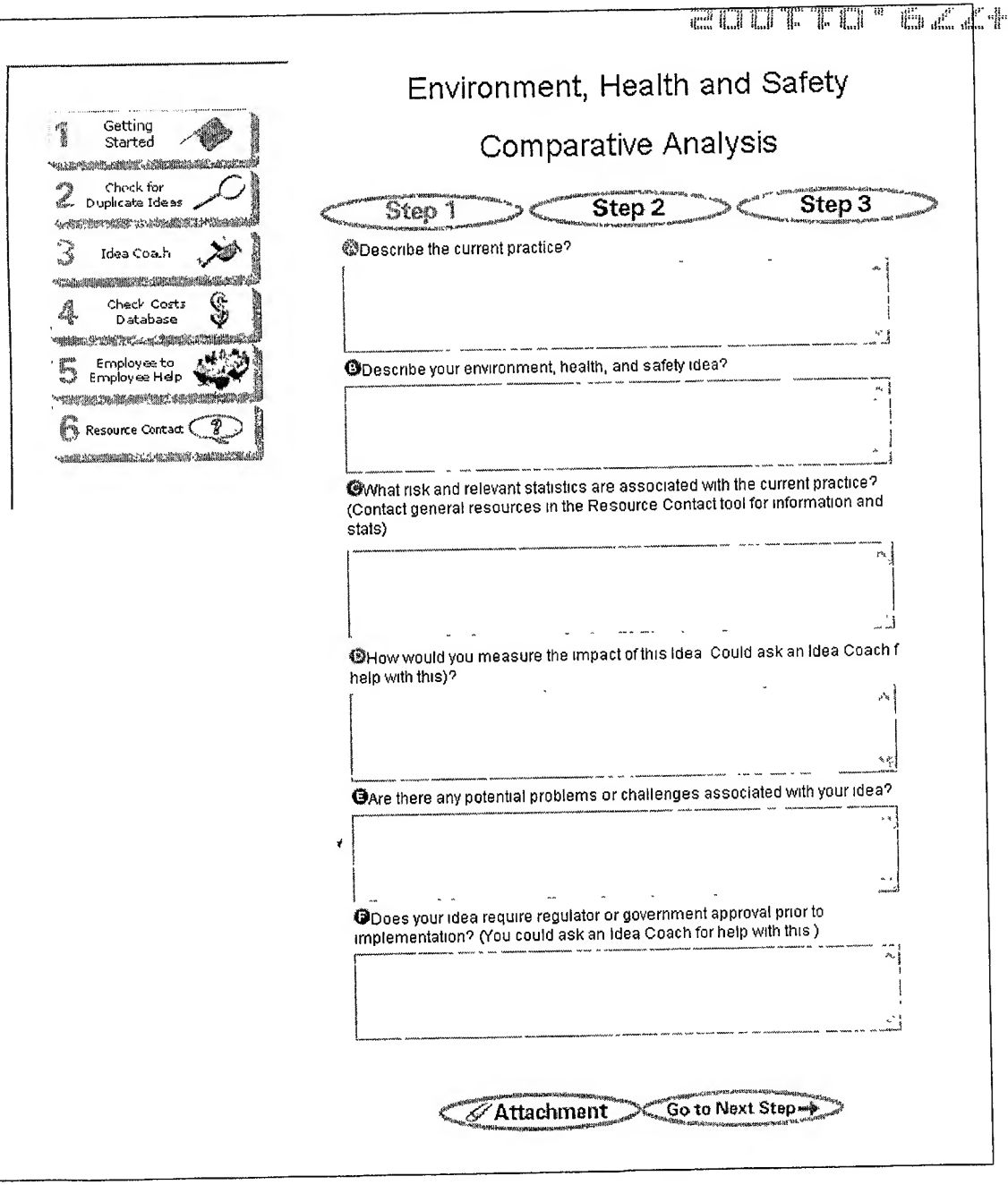

Environment, Health and Safety
Comparative Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
A Describe the current practice?
B Describe your environment, health, and safety idea?
C What risk and relevant statistics are associated with the current practice? (Contact general resources in the Resource Contact tool for information and stats)
D How would you measure the impact of this idea Could ask an Idea Coach f help with this)?
E Are there any potential problems or challenges associated with your idea?
F Does your idea require regulator or government approval prior to implementation? (You could ask an Idea Coach for help with this )
Attachment
Go to Next Step

FIG. 3C

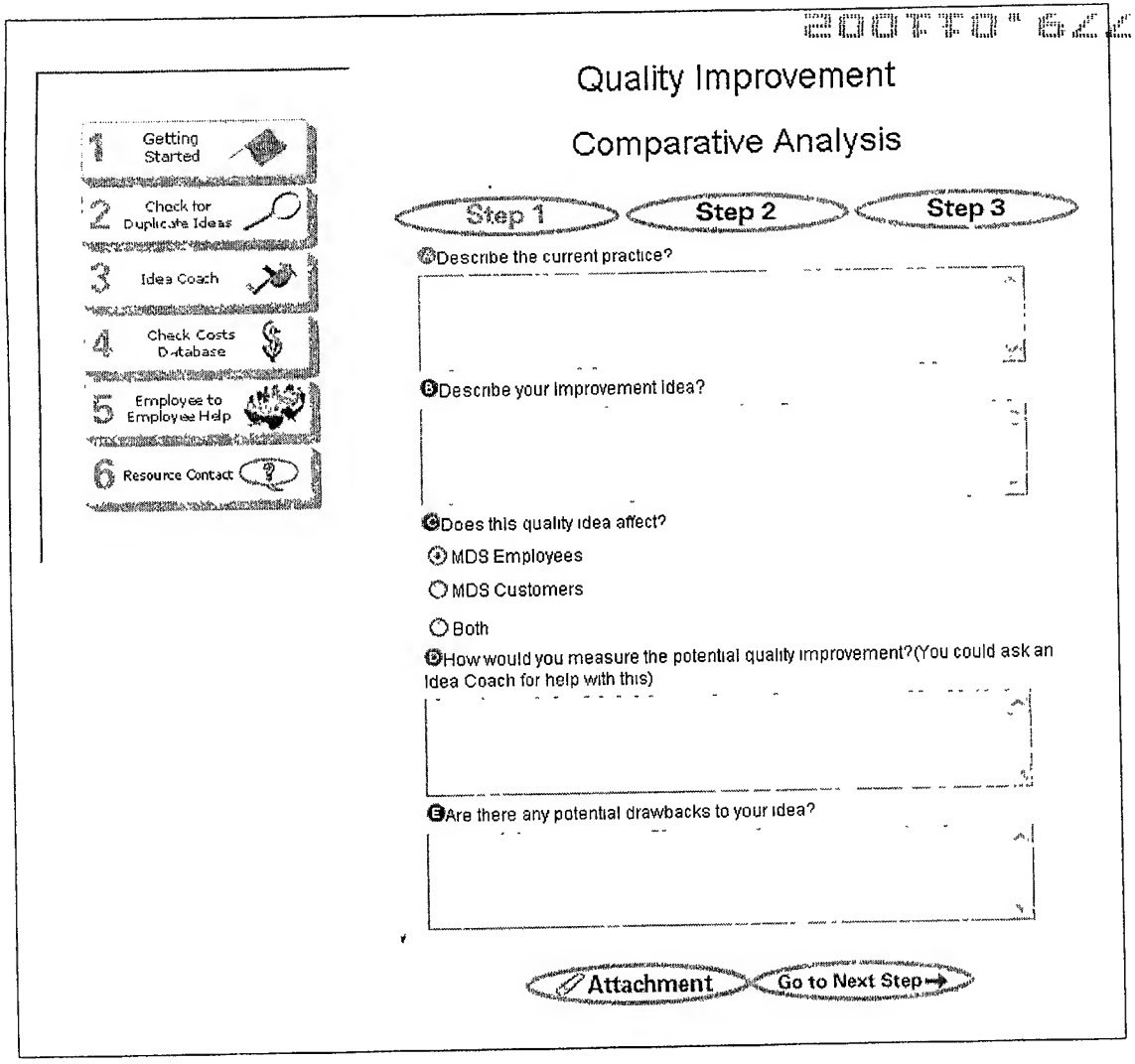

Quality Improvement
Comparative Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
A Describe the current practice?
B Describe your improvement idea?
C Does this quality idea affect?
MDS Employees
MDS Customers
Both
D How would you measure the potential quality improvement? (You could ask an Idea Coach for help with this)
E Are there any potential drawbacks to your idea?
Attachment
Go to Next Step

FIG. 3D

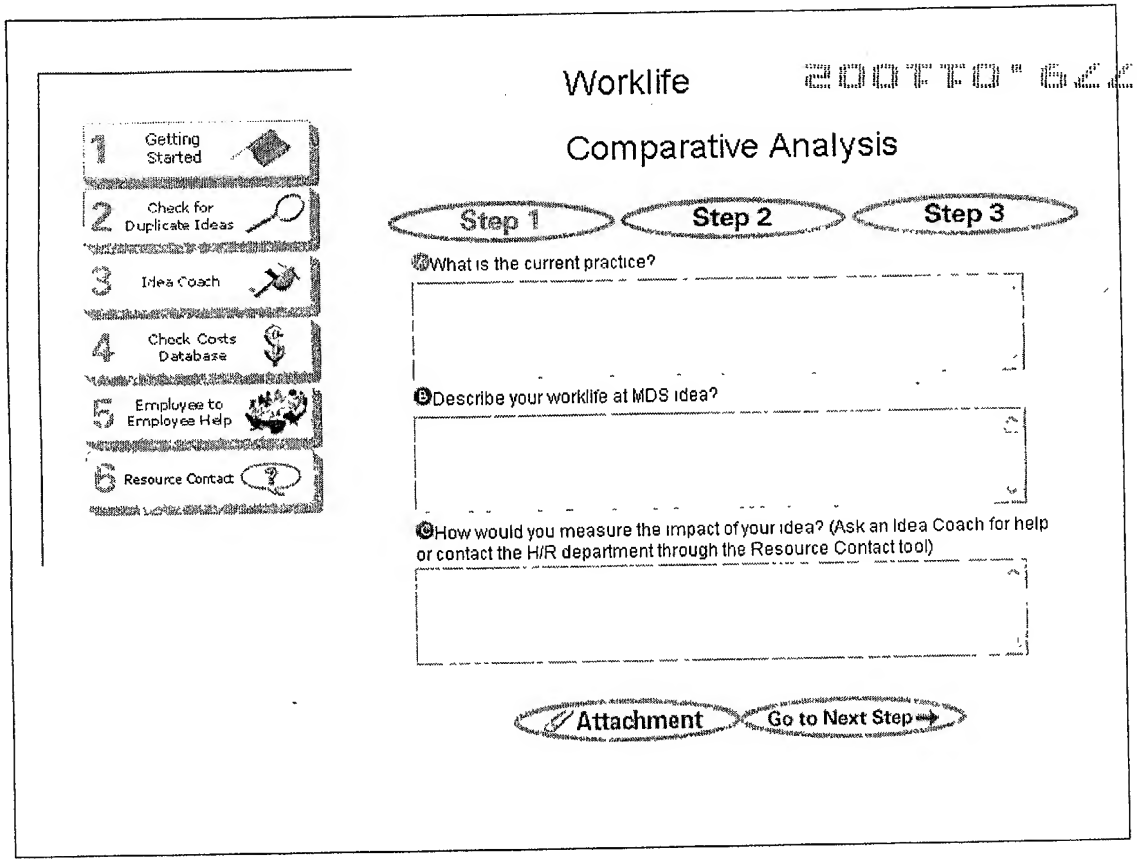

Worklife
Comparative Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
What is the current practice?
Describe your worklife at MDS idea?
How would you measure the impact of your idea? (Ask an Idea Coach for help or contact the H/R department through the Resource Contact tool)
Attachment
Go to Next Step

FIG. 3E

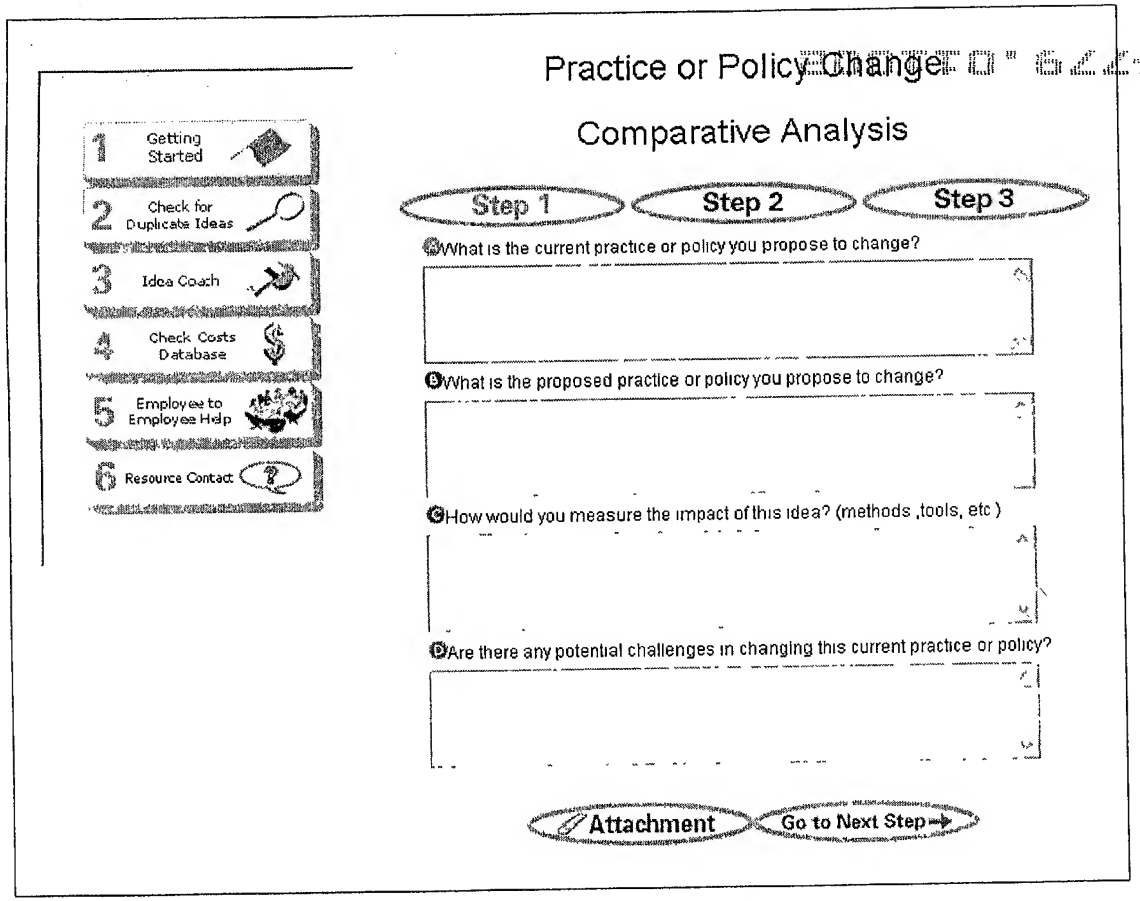

Practice or Policy Change Search
Comparative Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
A What is the current practice or policy you propose to change?
B What is the proposed practice or policy you propose to change?
C How would you measure the impact of this idea? (methods ,tools, etc )
D Are there any potential challenges in changing this current practice or policy?
Attachment
Go to Next Step

FIG. 3F

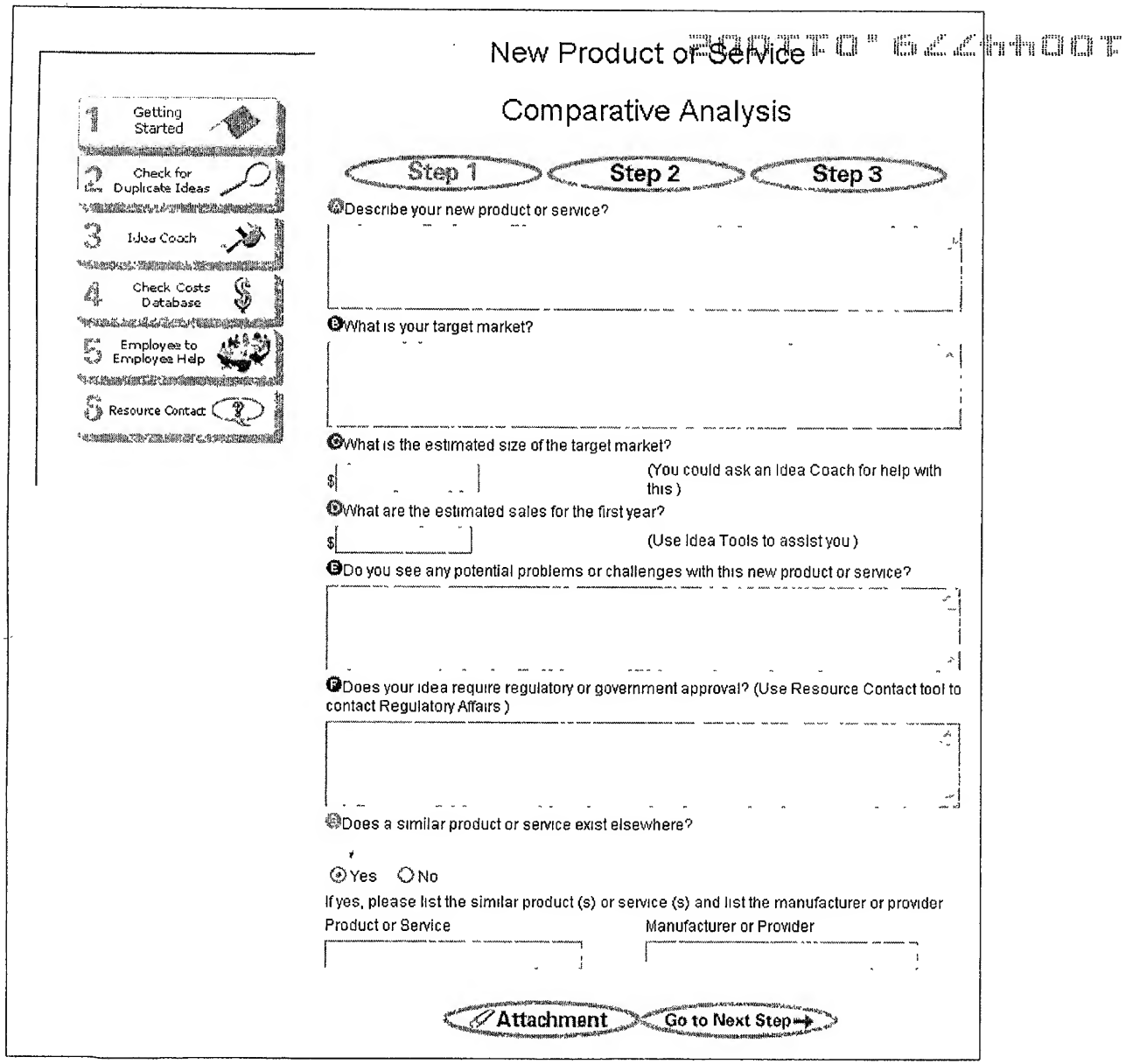

New Product or Service
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Comparative Analysis
Step 1
Step 2
Step 3
A Describe your new product or service?
B What is your target market?
C What is the estimated size of the target market?
$
(You could ask an Idea Coach for help with this )
D What are the estimated sales for the first year?
$
(Use Idea Tools to assist you )
E Do you see any potential problems or challenges with this new product or service?
F Does your idea require regulatory or government approval? (Use Resource Contact tool to contact Regulatory Affairs )
G Does a similar product or service exist elsewhere?
Yes
No
If yes, please list the similar product (s) or service (s) and list the manufacturer or provider
Product or Service
Manufacturer or Provider
Attachment
Go to Next Step

FIG. 3G

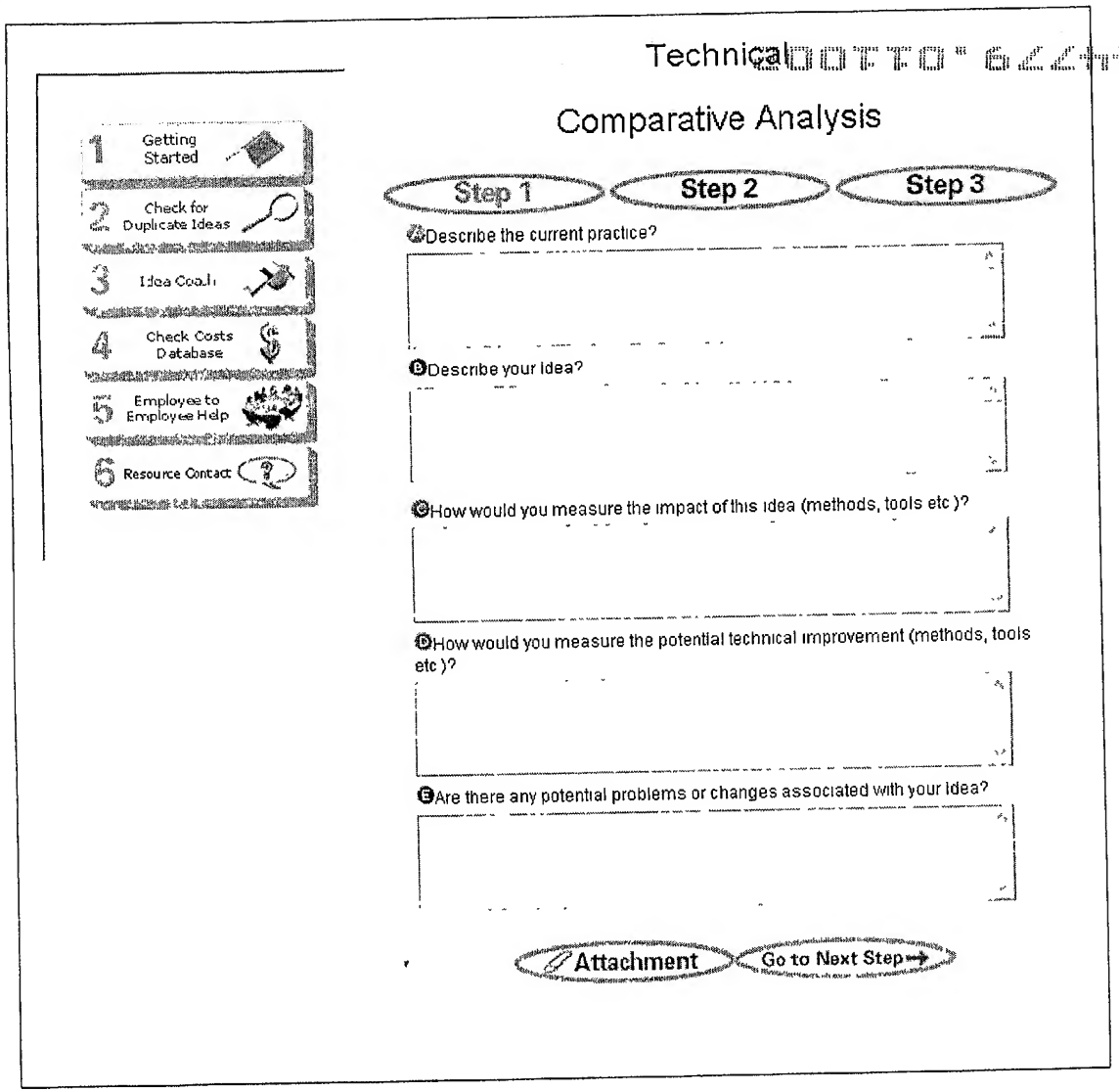

Technical
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Cooli
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Comparative Analysis
Step 1
Step 2
Step 3
Describe the current practice?
Describe your idea?
How would you measure the impact of this idea (methods, tools etc )?
How would you measure the potential technical improvement (methods, tools etc )?
Are there any potential problems or changes associated with your idea?
Attachment
Go to Next Step

FIG. 3H

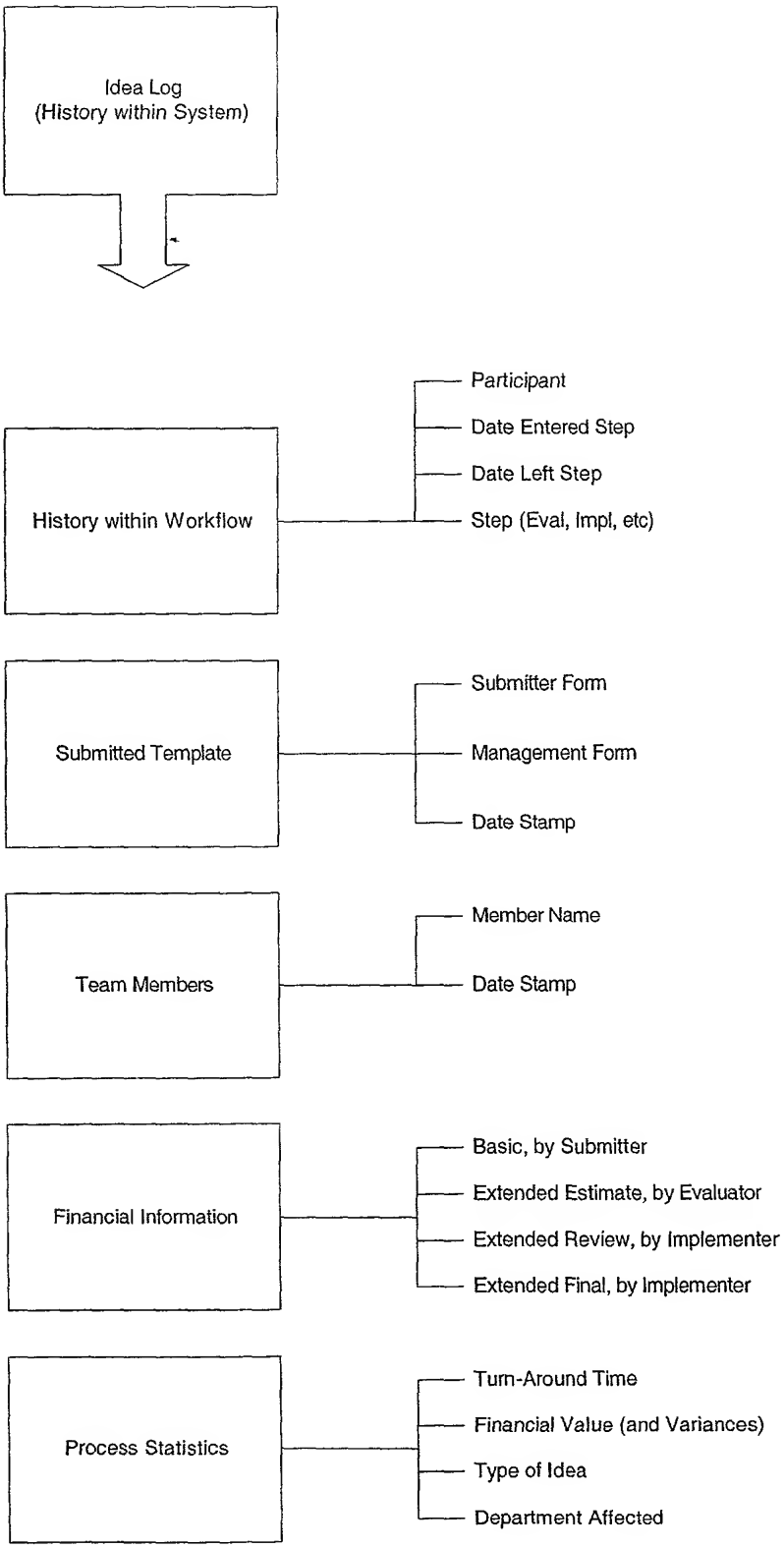
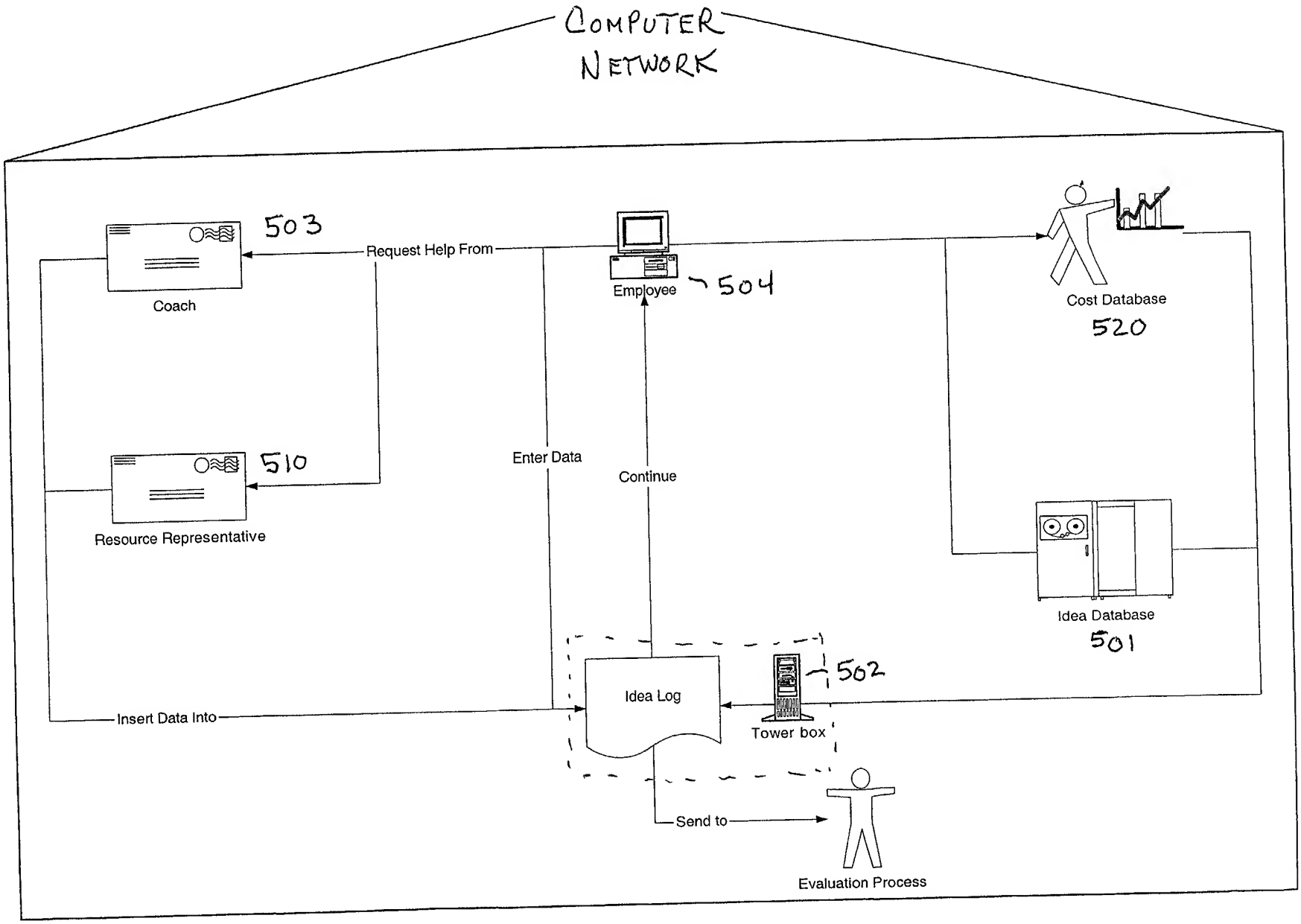
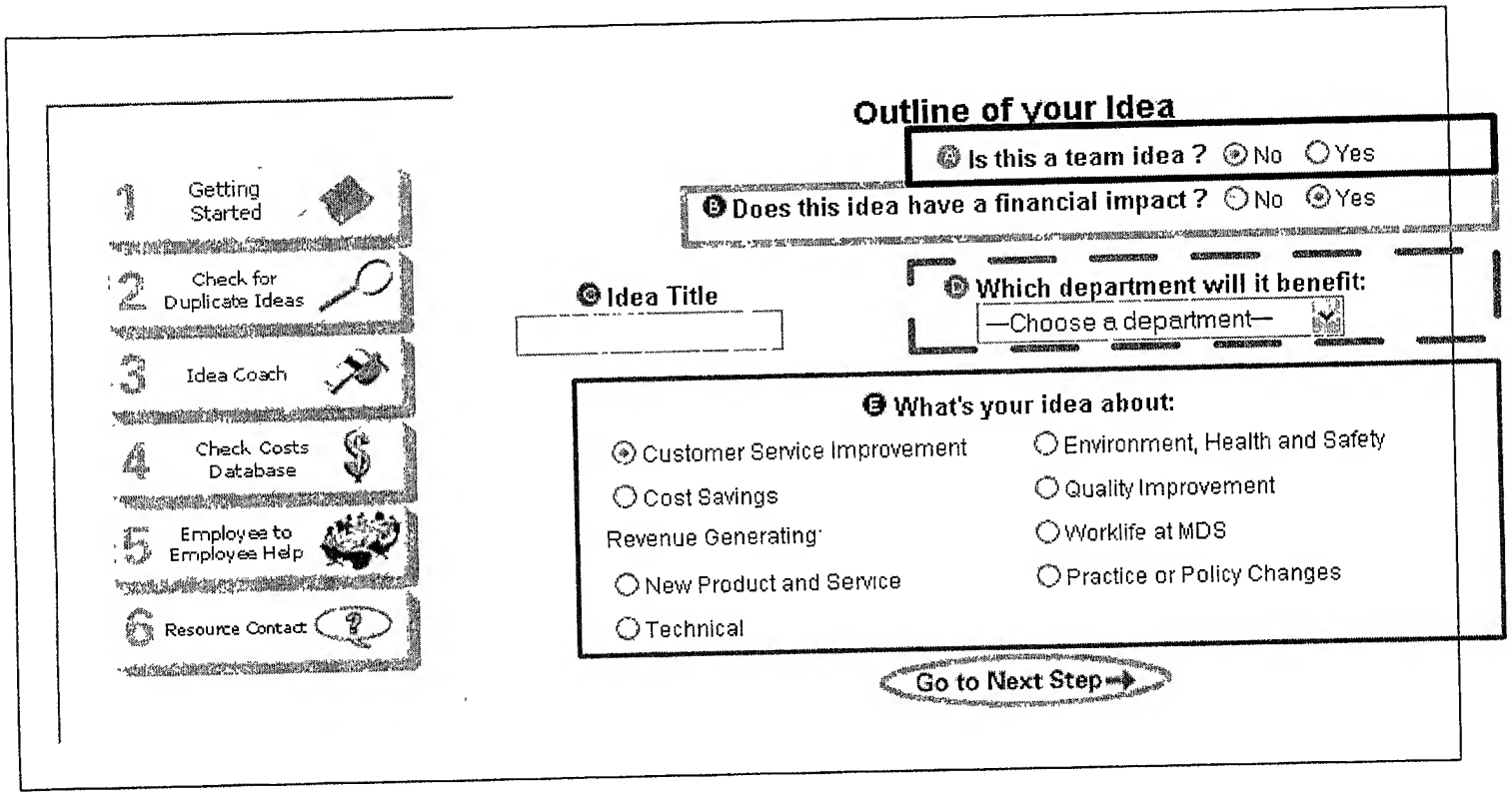

Idea Log
(History within System)
History within Workflow
Participant
Date Entered Step
Date Left Step
Step (Eval, Impl, etc)
Submitted Template
Submitter Form
Management Form
Date Stamp
Team Members
Member Name
Date Stamp
Financial Information
Basic, by Submitter
Extended Estimate, by Evaluator
Extended Review, by Implementer
Extended Final, by Implementer
Process Statistics
Turn-Around Time
Financial Value (and Variances)
Type of Idea
Department Affected

Fig. 4

Fig. 5


COMPUTER NETWORK
503
Request Help From
Coach
Employee
504
Cost Database
520
510
Enter Data
Continue
Resource Representative
Idea Database
501
502
Idea Log
Tower box
Insert Data Into
Send to
Evaluation Process




Determines if "Team" Page Appears

Determines if Step 2: Financial Analysis Appears

Possible Workflow/ Routing Criteria

Selects the "Comparative Analysis" Template

FIG. 6

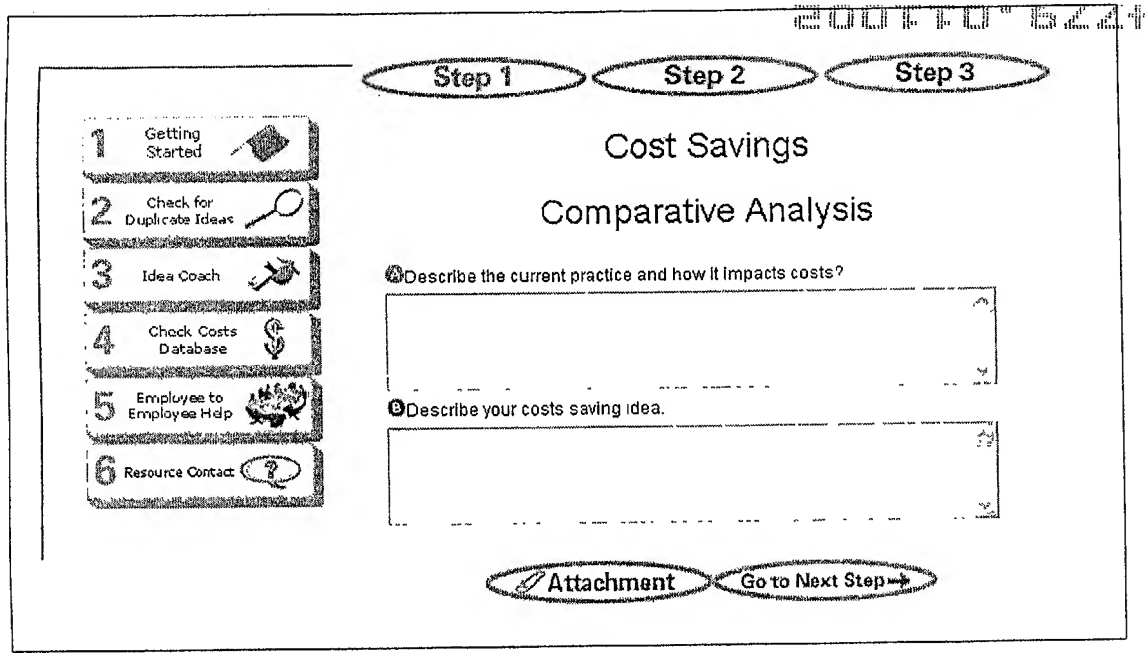

Step 1
Step 2
Step 3
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Cost Savings
Comparative Analysis
Describe the current practice and how it impacts costs?
Describe your costs saving idea.
Attachment
Go to Next Step

Fig. 7

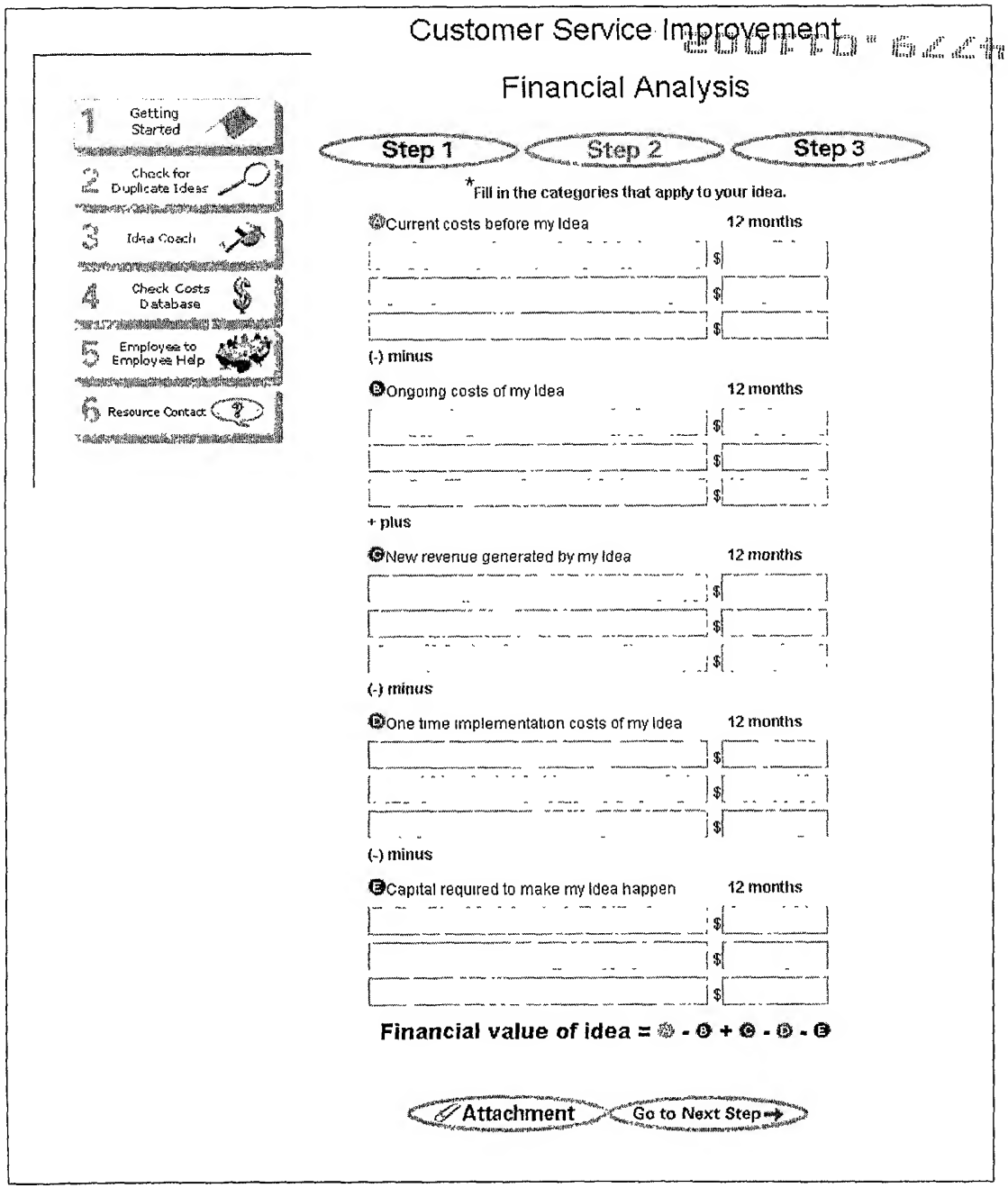

Customer Service Improvement
Financial Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
*Fill in the categories that apply to your idea.
Current costs before my Idea
12 months
$
$
$
(-) minus
Ongoing costs of my Idea
12 months
$
$
$
+ plus
New revenue generated by my Idea
12 months
$
$
$
(-) minus
One time implementation costs of my Idea
12 months
$
$
$
(-) minus
Capital required to make my Idea happen
12 months
$
$
$
Financial value of idea = A - B + C - D - E
Attachment
Go to Next Step

FIG. 8

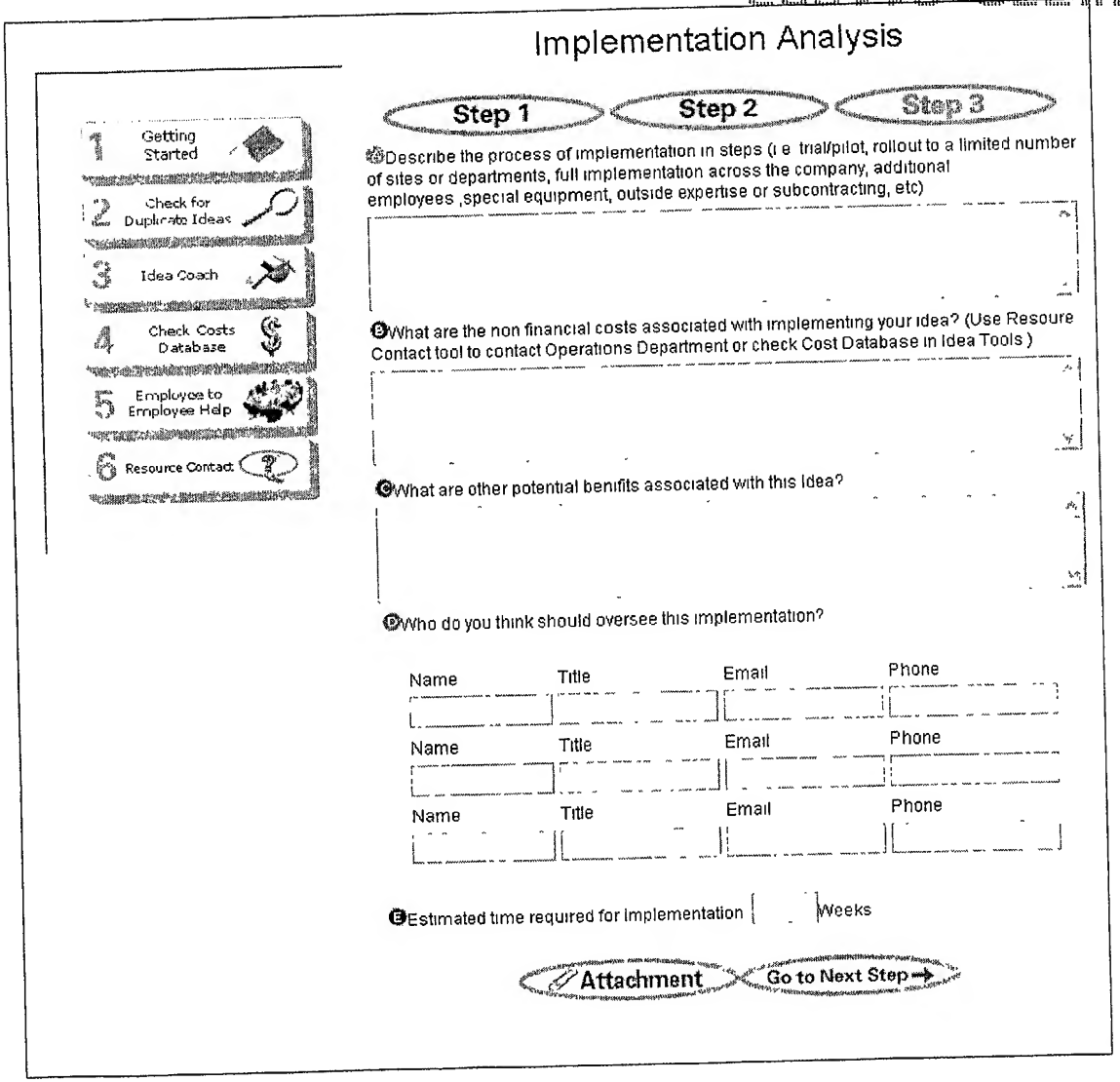

Implementation Analysis
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs Database
5 Employee to Employee Help
6 Resource Contact
Step 1
Step 2
Step 3
A Describe the process of implementation in steps (i e trial/pilot, rollout to a limited number of sites or departments, full implementation across the company, additional employees ,special equipment, outside expertise or subcontracting, etc)
B What are the non financial costs associated with implementing your idea? (Use Resoure Contact tool to contact Operations Department or check Cost Database in Idea Tools )
C What are other potential benifits associated with this Idea?
D Who do you think should oversee this implementation?
Name
Title
Email
Phone
Name
Title
Email
Phone
Name
Title
Email
Phone
E Estimated time required for implementation
Weeks
Attachment
Go to Next Step

FIG. 9

Docket 6242-0005

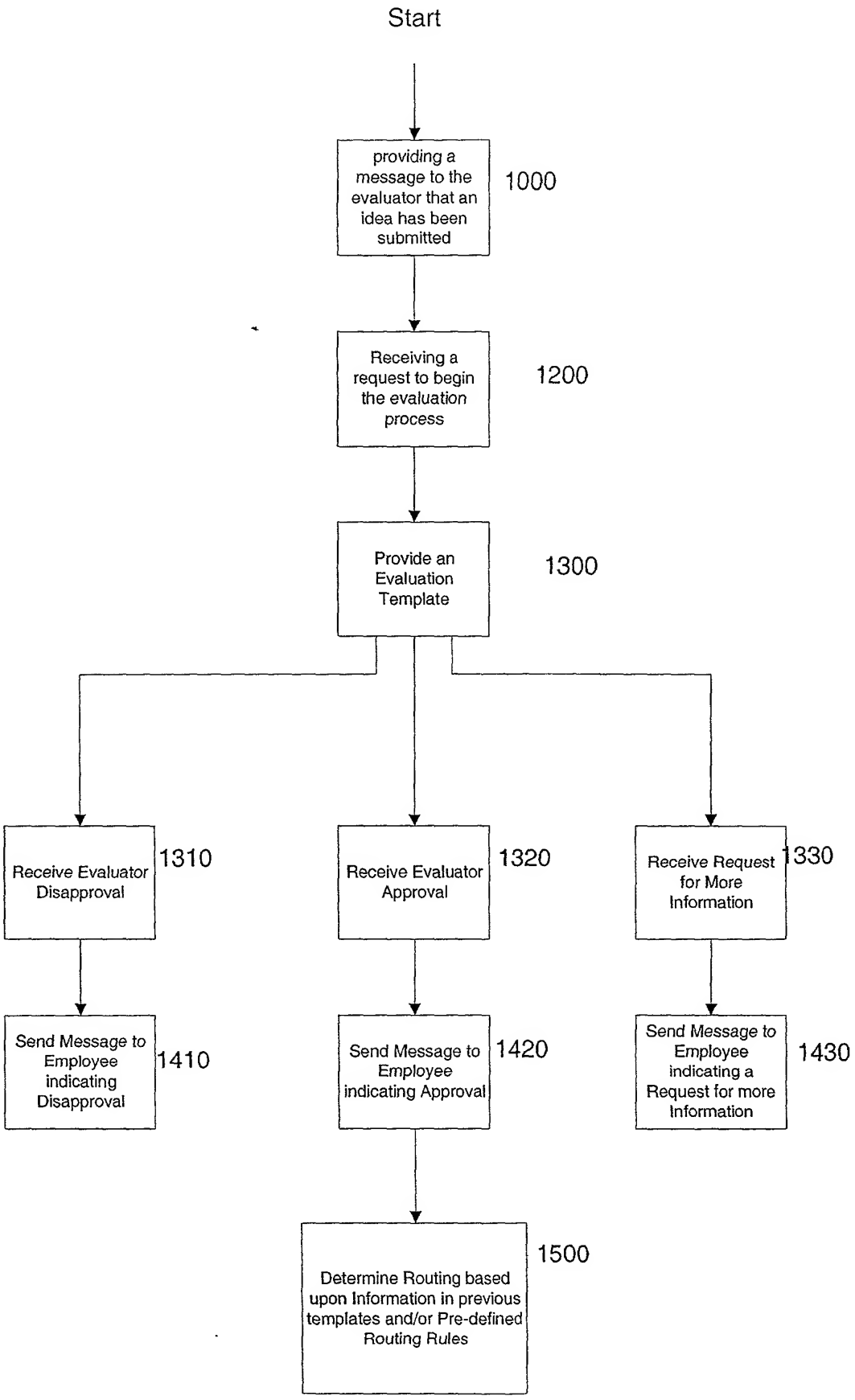



Fig. 10

# Evaluation Response Form

## test

Forward Idea

**All non-approval responses or requests for additional information must be accompanied with an explanation**

Evaluation deadline date 12/13/2001

Response

- (•) I approve this idea (to implementer)
- ( ) I need more information (to idea generator)
- ( ) Non-approve

Response form # 1

View Idea

Notes & Explanation

**In order for this idea to be approved, the implementer must agree with all aspects of the idea and must agree to implementing the idea by the suggested implementation date, or one of His/Her choosing.**

Implementer(s)

Add Implementer

Implementation target date 12/13/2001

**A. Enter current costs or new/increased revenue in the following boxes:**

| Cost Center | FTE Impacted | Revenue Impact | Expense Category | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**B. Estimated cost of implementing this idea:**

| Cost Center | FTE Impacted | Revenue Impact | Expense Category | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Submit evaluation

Attachment

FIG. 10A

# Implementation Response Form

## test

Forward Idea

*(from implementer to evaluator)*

**All implementation responses or requests for additional information must be accompanied with an explanation.**

View Idea

Response
- (•) I accept this implementation
- ( ) I need more information
- ( ) Non-Implement

Response Form # and history: 1

Implementation Deadline: 12/13/2001

**Notes:**

**In order for this idea to be approved, the implementer must agree with all aspects of the idea and must commit to implementing the idea by a specific date.**

Implementation date suggested by evaluator: 12/13/2001

Implementation date committed to by implementer: 12/13/2001

**A. Enter current costs or new/increased revenue in the following boxes:**

| Cost Center | FTE Impacted | Revenue Impact | Expense Category | Amount |
|---|---|---|---|---|
| | | 0 | 0 | 0 |
| | | 0 | 0 | 0 |
| | | 0 | 0 | 0 |

**B. Enter estimated cost of implementing this idea:**

| Cost Center | FTE Impacted | Revenue Impact | Expense Category | Amount |
|---|---|---|---|---|
| | | 0 | 0 | 0 |
| | | 0 | 0 | 0 |
| | | 0 | 0 | 0 |

Submit post-implementation

Attachment

Fig. 11

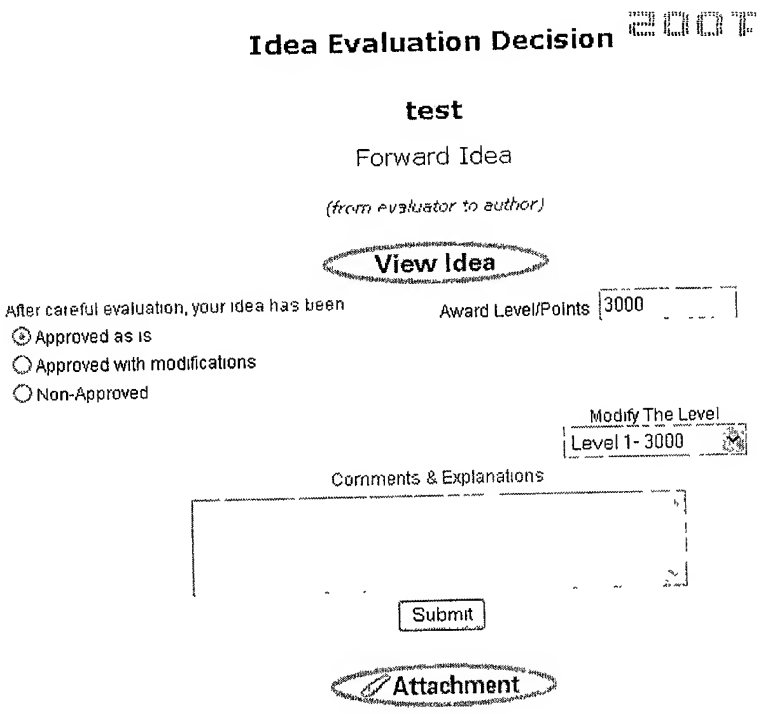

Idea Evaluation Decision
test
Forward Idea
(from evaluator to author)
View Idea
After careful evaluation, your idea has been
Award Level/Points 3000
Approved as is
Approved with modifications
Non-Approved
Modify The Level
Level 1- 3000
Comments & Explanations
Submit
Attachment

FIG. 12

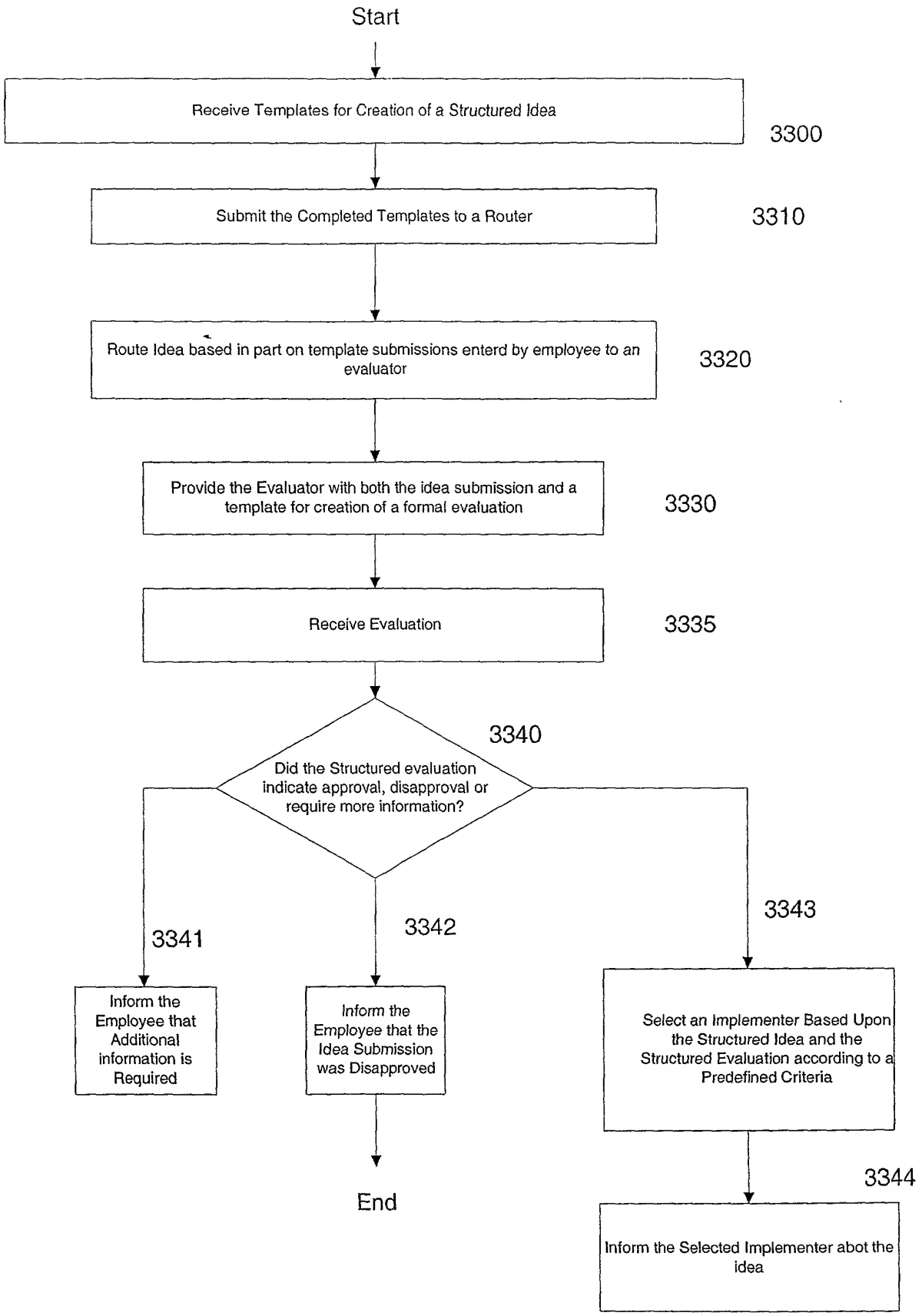

Start
Receive Templates for Creation of a Structured Idea
3300
Submit the Completed Templates to a Router
3310
Route Idea based in part on template submissions enterd by employee to an evaluator
3320
Provide the Evaluator with both the idea submission and a template for creation of a formal evaluation
3330
Receive Evaluation
3335
3340
Did the Structured evaluation indicate approval, disapproval or require more information?
3341
3342
3343
Inform the Employee that Additional information is Required
Inform the Employee that the Idea Submission was Disapproved
Select an Implementer Based Upon the Structured Idea and the Structured Evaluation according to a Predefined Criteria
3344
Inform the Selected Implementer abot the idea
End

Fig. 13